

## Quick Reference Guide Verify Grades Changing Grades

### Verify Grades and Changing Grades



#### Verify Grades

##### 1. Click on **Verify Grades**

#### Reminders:

- Gradebook will be verified until Principal un verifies the entire campus.
- Teacher verifies Gradebook only at the end of the nine weeks.

#### Changing Grades (after report cards have been issued)

#### Two steps must be taken:

1. Teachers manually change grades from previous cycles by changing the cycle and changing the grade.
2. Teachers must also fill out **Change Grade** form with Data Clerk.